

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**URBAN PLANNER I
PLANNING AND DEVELOPMENT DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs professional and technical planning and research work in the City's Planning and Development Department. Employee reports to an Urban Planner, II, Urban Planner III, Senior Planner, or Planning & Development Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs professional and technical planning and research work in the City Planning Department. Work involves providing information and assisting the general public with various forms and applications pertaining to proper land use and zoning; reviewing and coordinating review of such applications; researching and preparing technical reports in such areas as land use, environmental and economic impact, etc. Considerable tact and courtesy must be exercised in frequent contacts with municipal, state, and federal officials, and private citizens. Work is performed under general supervision of an Urban Planner II, Urban Planner III, Senior Planner, or Planning & Development Director and is evaluated through periodic conferences, reports, and observations.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

- Prepares reports and draft ordinances, plans on a variety of land use issues.
- Reviews site plans for compliance.
- Provides professional technical assistance to other City departments.
- Answers inquiries regarding planning functions.
- Assists in the implementation of general planning projects.
- Maintains records and prepares periodic and special reports.
- Prepares charts, maps, graphs and other illustrative material for presentation to elected officials, appointed boards, community groups and concerned citizens.
- Gives oral presentations before various community boards and commissions; attends conferences for professional development.

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ADDITIONAL JOB FUNCTIONS

May be asked to serve as a GIS Data Steward for departmental databases: develops, updates, maintains, and shares GIS data; ensures security, integrity, and recovery for GIS data; documents and indexes GIS data using FGDC Metadata Standards; notifies City of Asheville staff and others of GIS data availability and updates; provides requested information regarding databases; provides timely and thorough input to the Annual GIS Data Inventory; and provides timely and thorough input to the Annual GIS Needs Assessment.

May be assigned CAD, design drawing and other technical functions involving data and graphical manipulation, urban design presentations, and similar duties.

Performs related work assignments as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the principles and practices of urban planning.

General knowledge of governmental programs, laws, grants and services pertinent to the planning process.

General knowledge of the environmental and socioeconomic implications of the planning process.

General knowledge of research techniques and reporting methods.

General knowledge of the current literature, trends, and developments in the field of planning specialization.

Skill in the collection, analysis and presentation of technical data and planning recommendations.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in urban planning, business administration or a related field and 6 months to 1 year of planning experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area

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in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 17
Non-Exempt